

**COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
ANUSANDHAN BHAWAN, 2, RAFI MARG, NEW DELHI - 110 001.**

Establishment – I Section

No. 3-4(C)/2021-E.I

Dated : 08.01.2021

Sub Posting/Transfer/Retention Requests of Group 'A' and 'B' CCOs - reg.

All Group 'A' & 'B' CCOs who wish to make a request for Posting/Transfer/Retention, may forward their requests, in the attached Proforma only. Those who have applied in the past, also need to apply afresh. Officers who have recently been promoted also need to fill up this proforma afresh.

Requests in the prescribed proforma, may be sent through email (in PDF format) to the email ID ccoe1@csir.res.in only latest by **12.01.2021**, followed by hard copy, duly forwarded by Lab/Instt.

It may kindly be noted that mere submission of the request does not give any right for Posting/Transfer/Retention at the desired place. The Posting/Transfer/Retention shall be decided by the Competent Authority based on functional needs, availability of vacancies and other circumstances.


(Sanjay Kumar)
Deputy Secretary

To
All Group 'A' & 'B' CCOs
(Through CSIR Website)

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OPTION FORM FOR POSTING/TRANSFER/RETENTION

All the Columns are to be filled up mandatorily.

Reference : CSIR Web Notification No. 3-4(C)/2021-E.I dated 08.01.2021

1. Name of the Officer : _____
2. Designation : _____
3. Lab/Instt : _____
4. Option for Posting/Transfer/ : (i) _____
Retention (ii) _____
(in order of Preference) (iii) _____
5. Option for Difficult Station* : (i) _____
(in order of Preference) (ii) _____
(iii) _____
6. Any submission you wish to :
make reg. your Posting/
Transfer/Retention

The above details are correct to the best of my knowledge and belief. I understand that any political or outside influence/pressure/letter either from myself self or from my family members (parents, spouse, children etc.) will attract provisions of Rule 20 of CCS (Conduct) Rules, 1964 against him.

Signature _____

Dated : _____

*Difficult Stations : CECRI, CEERI, CIMFR, CSMCRI, IHBT, NEIST & NIO

Note : PDF copy of this request may be emailed to **Email ID ccoe1@csir.res.in** latest by **12.01.2021**. Thereafter, hard copy along with documents, if any, may be sent through proper channel to Deputy Secretary (E-I), CSIR HQ.

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